

CONSULTING ANALYST

**Washington, D.C. – Main office 2 block access to Union Station
Metro Redline; other location in Bethesda**

\$51,850-64,812 Entry Level; \$64,816 - \$81,020 Journey Level (DOE)

THE POSITION

D.C. consulting practice has a challenging opportunity for a consulting analyst to provide support for client projects related to workforce and workload analyses. The position will support consulting teams providing human resources services to federal clients. We're looking for highly energetic, flexible, individuals who have strong analytical background and/or education, and preferably some knowledge of or exposure to HR.

WHAT'S THE WORK ABOUT?

- Taking information and organizing it; Running analyses and conduct statistical analysis through MS Excel pivot tables, reports, graphs and statistical functions.
- Work with data sets, perform checks to assess data integrity and assess whether data supports desired analysis
- Pulling out highlights of analysis; developing draft staff level and executive reports, writing up results, explaining graphs and what the data mean.
- Researching best practices in HR and administrative organizations.

WHAT'S THE ENVIRONMENT LIKE?

You'll be working independently or on project teams with a collegial, collaborative group of professionals who are committed to providing exceptional HR services to federal clients. The overall team has diverse HR background and are intelligent, motivated, creative and enthusiastic about our mission of improving the quality of HR management in the public sector. We can offer exciting, meaningful work where you can use and grow your expertise and have a chance to problem solve.

QUALIFICATIONS:

Knowledge of Title 5 and associated federal personnel regulations and personnel transactions; Understanding of federal personnel terminology for all phases of the HR life cycle (from recruitment and entrance to exit); understanding of the commonly accepted demographics that are used to describe the federal workforce (e.g., occupational series, work schedule, tenure, pay plans, grade levels); Experience profiling workforce demographics (e.g., supervisory ratios) and calculating workforce statistics, such as projections for retirements, accessions and separations; Experience conducting workload analysis to estimate workload demands and required staffing levels; Experience working with data sets, including performing checks to assess data integrity and assessing whether the data available will support the desired analyses; Experience conducting statistical analysis using MS Excel at an advanced level (e.g., complex pivot tables, reports, and graphs; statistical functions); Ability to review data analyses and identify key findings for summary and presentation to the client; Experience writing executive briefs and narrative reports, and making oral presentations to a variety of audiences; Experience conducting strategic workforce planning, including supply, demand and gap analysis

Education: A Bachelor's degree.

Experience: Two to four years professional experience in relevant field for hire at the journey level.

SELECTION PROCESS Qualified candidates must complete the online application form at: www.cps.ca.gov. Applications will be reviewed and a limited number of candidates may be invited to an interview.

FINAL FILING DATE: Open until filled.



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR services to government agencies.

BENEFITS

Our excellent benefits package includes; PTO of 16 days in first year, 11 paid holidays including Dec 25th-Jan 1st holiday closure, health insurance effective in 1 month, transit pass benefit of \$1196 annually, business casual attire, and many other competitive benefits such as dental, vision, retirement plan, tuition reimbursement.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

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